

CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which involve assisting the Fire Chief in operations management of the Emergency Medical Services division in the fire department. The Chief of Emergency Medical Services directs the work performance of division personnel in EMS functions, as well as exercises direct supervision over the line classes in all capacities related to EMS and during EMS operations at the emergency scene under the Incident Command System. The employee of this class provides for the maintenance of division records and all EMS equipment, as well as performs budgetary and public relations duties. The Chief of Emergency Medical Services works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Emergency Medical Services Division of the fire department by setting management policies, goals and objectives for the division. Plans, organizes, assigns and directs division operations with respect to equipment, apparatus and personnel. Directs inspections and observes the division operations. Evaluates emergency medical services and contributions made by the different service elements in order to determine appropriateness of procedures. Corrects or improves problem areas. Recommends changes in standard operating procedures as necessary. Investigates complaints against division personnel, replying appropriately. Gathers information as directed by the Fire Chief which is requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits. Studies new laws, regulations, ordinances and court rulings relating to emergency medical services. Keeps informed on modern methods of EMS work and any local conditions which the division may be called upon to respond. Attends all meetings required by the local governing authority to give reports, offer advice, make recommendations, and keep informed on modern trends that may affect the fire service or EMS directly.

Oversees the direction of subordinate personnel who are performing emergency medical services at the emergency scene, assigning work or duty areas and delegating authority as needed within expressed provisions for more effective work. Holds meetings with subordinate fire officers for the purpose of receiving and reviewing reports and disseminating information on emergency

medical services. Evaluates an assigned unit or individual fire personnel performing emergency medical services work. Writes employee evaluation reports based on EMS performance. Discusses overall work performance with fire personnel participating in EMS duties, and their supervisors. Maintains discipline by counseling employees with work problems, providing assistance and resolving employee complaints and grievances. Participates in the personnel recruitment and selection programs, interviewing prospective division employees and making recommendations for employment.

Supervises emergency medical operations and the use of all medical equipment in response to a fire or emergency call. Supervises the transportation to and from the emergency scene or to an emergency care facility, including transporting family members of victims. Provides emergency medical care to the sick or injured at the emergency scene, hazardous material incident, crime scene or in transit. Utilizes extrication equipment and protective breathing apparatus as necessary. Supervises the Incident Command System and directs operations at mass casualty incidents pertaining to emergency medical services. Follows triage procedures.

Provides for accounting of all monies and assets charged to the Emergency Medical Service. Authorizes expenditure of funds allocated for EMS operations. Gathers information regarding EMS needs and expenditures. Prepares and submits a balanced operating budget for the division. Provides a budget calendar with revenue and spending estimates. Recommends specifications for the purchase of new emergency medical equipment. Writes requests for grants or other special funds to aid in the operation of the emergency medical service.

Directs an emergency medical services training program by setting priorities for training. Provides for proper staffing, scheduling, location, and materials and personnel organization. Develops and maintains program procedures following acceptable medical standards by consulting all necessary medical professionals and experts. Conducts formal training classes in designated areas of emergency medical services operations and utilizes informal training sessions or on-the-job training as needed. Evaluates the effectiveness of a training program by observing EMS procedures at the emergency scene or by reviewing results of training examinations. Works with training division personnel in the fire department to critique field operations. Evaluates the clinical work of candidates for intermediate or paramedic-level EMS. Participates in training exercises to practice acquired skills and learn new skills in areas of emergency medical care and basic firefighting.

Manages the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Provides a system of operation of all fire department EMS communications equipment. Delegates inspections of equipment and supplies to assure compliance with accepted medical practices and standards. Manages inventory and provides for storage of all needed supplies and equipment of the division, approving the order and disbursement of inventory as needed.

Recommends the purchase of supplies and equipment in the manner provided by lawful authority, keeping such purchases within the established budget.

Personally completes and supervises the preparation and maintenance of emergency medical services forms, records, and reports, such as personnel records, patient care records, activity reports, and inventory records. Files such as necessary. Reads graphs, charts and manuals to compile and analyze information needed for reports. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in EMS procedures, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Assures proper EMS documentation by personnel in accordance with accepted medical and EMS protocol. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and the Emergency Medical Services division by coordinating special projects or functions involving the general public. Supervises workshops on emergency medical services, including first aid and CPR. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with related government and public safety agencies on projects of mutual concern. Acts as a consultant for other emergency medical services in surrounding areas. Directs subordinates or personally attends official meetings, delivers speeches and acts as department representative to the news media in matters related to the Emergency Medical Services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.

Must have at least three (3) years of full-time experience as an Emergency Medical Technician-Paramedic.

Must have possessed for a period of three (3) years immediately preceding the application deadline certification as an Emergency Medical Technician-Paramedic.

Must have an Associate of Emergency Medicine, Associate of Business, or any other related degree.

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